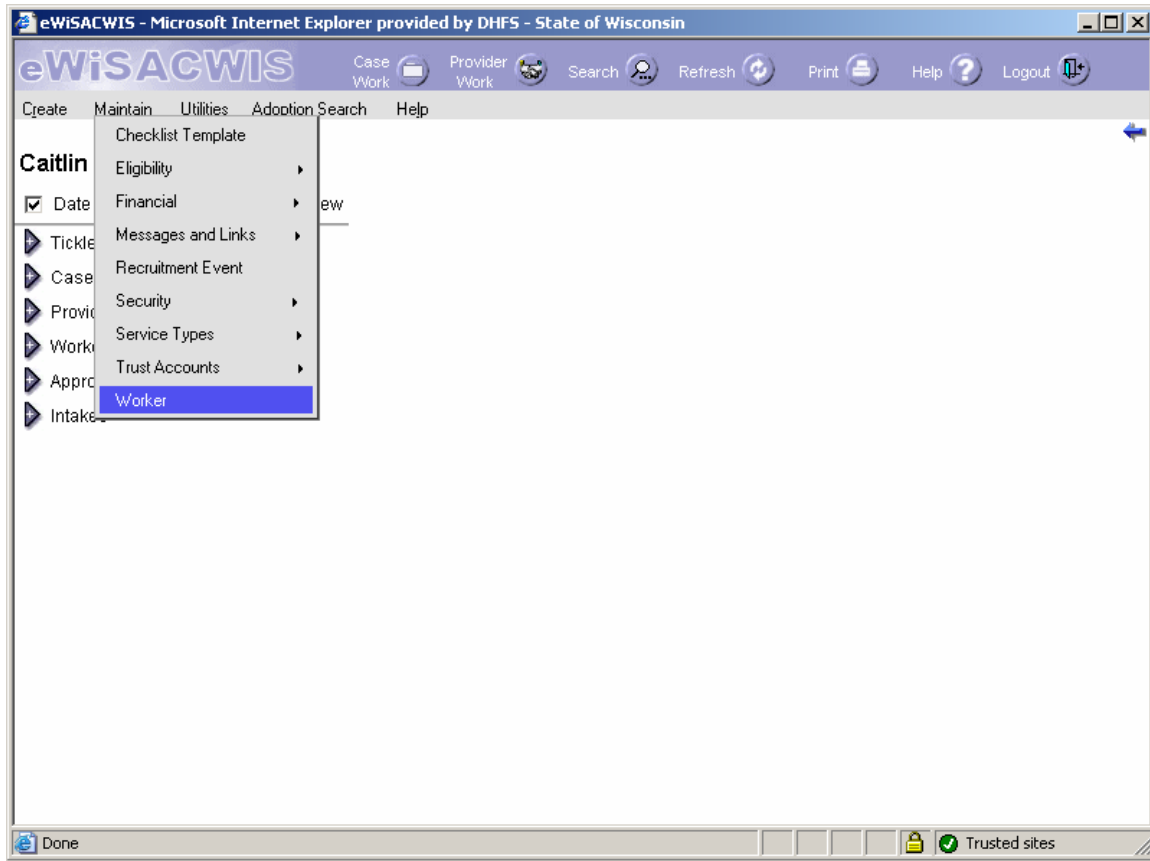# Establish/Maintain Worker Record
Supervisor's Guide

1. From the desktop, go up to Maintain > Worker.

2. On the Maintain Worker information page, click on the Search hyperlink next to the name field.

3. On the Search Person page, enter the name of the worker you wish to add.

4. If there is no match, select Create. This will open the person management record for the worker. Enter the applicable information on the Person Management window for this worker. Also, see the Quick Reference Guide on 'Person Management'.

5. If there is a match, select the appropriate radio button next to the worker's name and select continue.

6. The Maintain Worker Window will now open with the worker name and eWiSACWIS ID pre-filled. The employee ID field is a user entered field. If the worker was known to the system, the last know information will pre-fill into the existing fields. If the worker is new to the system, the existing fields will be blank. For this example, we will use an existing worker. **A new worker should not be created in the system if there is one existing and linked to another county.**

7. The Current Position Information Group Box is user entered. Complete the Start Date field. The End Date field is not enabled unless the Status is Inactive. Job Class is a drop down value box. Only one value can be selected. Select the Medicaid Rep box if this person is responsible for making Medicaid determinations. The Supervisor Name will fill by using the Search hyperlink and selecting the appropriate supervisor. **The supervisor field needs to be updated if the worker transfers to a different supervisor and/or county.**

8. The Worker Type group box identifies if the worker is a state, county, or vendor employee.

9. The Language Group Box will allow up to 3 languages to be identified that the worker can speak.

10. The Report Access Group Box are view only boxes. The All County Access and Authorizer check boxes are accessible through ePASS.

11. The Social Worker Certification Group Box is used to document if the worker is licensed, the status of the license, and the effective date of the license.

12. The final group box is Location. The Employing Entity, County/State, Site/Office, and Unit are drop down values. These drop down fields are county specific. The remainder fields such as phone numbers and e-mail addresses are user entered fields. **These fields need to be updated if an existing worker in the system is hired by a different county.**

13. Use Save and Close to save the changes to the record.